



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY LOGISTICS UNIVERSITY  
CAPTAINS CAREER TRAINING DEPARTMENT  
2401 QUARTER'S ROAD  
FORT LEE, VIRGINIA 23801-1705

REPLY TO  
ATTENTION OF:

ATSZ-CCTD-RC

1 September 2015

MEMORANDUM FOR Incoming Students

SUBJECT: Reserve Component Captains Career Course (RC-CCC) Welcome Letter

1. The purpose of this memorandum is to provide guidance and to assist you in planning for the Army Logistics University (ALU) RC-CCC Phase I and III at Fort Lee, VA. If you are receiving this letter, you are scheduled to attend a course and have a reserved status in ATRRS.
2. Plan your travel so that you arrive at Fort Lee, VA on or about 1500 of the Sunday before class starts. If you have an issue after duty hours, contact the Staff Duty Officer desk number at (804) 765-8440/8441. In-processing will begin the next day after your travel day at 0830 at location TBD on the ALU campus. You will receive an email with more up to date information prior to arrival for location. Duty Uniform is ACUs.
  - a. If you have any questions regarding information on the course during duty hours, contact the following phone numbers:
    - (1). Ordnance Phase I and III at 804-765-8405/8408
    - (2). Quartermaster Phase I and III at 804-765-8407/8406
    - (3). Transportation Phase I and III at 804-765-8406/8409
    - (4). RC-CCC Team Leader at 804-765-8481
3. Due to the limited space on-post, your class will be lodged off-post with full per-diem. You are required to make your own lodging reservations through DTS, or as directed by your orders issuing activity, at one of the local off-post hotels. As of 1 OCT 2015, Statements of Non-Availability (SNA) will no longer be required in order to make reservations for off-post lodging. It is highly recommended that your unit authorizes you a rental car if you are flying to Ft Lee, or in-and-around mileage (20 miles per day for off-post students and 5 miles per day for on-post students if traveling by a Privately Owned Automobile (POA)). It is unit responsibility to fund for rental vehicles. In accordance with DoD Policy, you are required to have a Government Travel Charge Card (GTCC) prior to attending school to pay lodging, meal, and rental car expenses as applicable.

4. The mission of the Captains Career Training Department is to develop and educate adaptive sustainment leaders prepared to serve as company grade officers in order to enable Unified Land Operations. The RC-CCC class overview and requirements:

a. Phase I concentrates on branch specific logistics components and operations. Our mission is to provide you with the tools to be competent logistics staff officers who can make an immediate positive impact on your unit and operate effectively in Unified Land Operations. Classes usually run from 0800 – 1730. Due to time constraints, there may be homework during this course. The intent is to train to standard - not to time.

b. Phase III equips students with the skills and knowledge necessary to perform duties as an officer on a multifunctional sustainment staff. Training will focus on the modular force and brigade combat team logistics. Concentration is on sustainment functions (supply and field services, transportation, health service support, maintenance, ammunition and explosive ordnance disposal) and on associated sustainment operations. Classes usually run from 0800 – 1730. Due to time constraints, there may be homework during this course. The intent is to train to standard - not to time.

c. Required documents for the first day of class are 6 copies of your orders, one copy of a current DD-93, and one copy of a current SGLI. The DD-93 and SGLI can be obtained from My Record Portal on the HRC website.

d. All students will be required to take a Record APFT and Height/Weight during the first week of Phase 1 classes IAW Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education). Officers who are 40 years of age or older must bring a copy of their Cardiovascular Screening Program (CVSP) clearance. If you fail this APFT you will be given a retest NET 7 days later. The Height/Weight session will be conducted after the APFT and with the CCC Small Group Leader. Students who fail to meet physical fitness and/or height and weight standards will be dismissed from the course. Come to RC-CCC able to meet height and weight standards in accordance with AR 600-9. Plan on participating in a two day per week, student led, physical training program that will be conducted before the start of the training day. Make sure to bring your reflective belt. If you have a Permanent Profile, bring a copy of your signed Physical Profile (DA Form 3349). You cannot report to the course if you have a Temporary Profile IAW Army Directive 2012-20. Army Directive 2012-20 can be found at [http://www.apd.army.mil/pdffiles/ad2012\\_20.pdf](http://www.apd.army.mil/pdffiles/ad2012_20.pdf).

e. Prior to attending Phase 1, each Officer must access the following website to establish a Logistics Information Warehouse (LIW) account - <https://liw.logsa.army.mil/>. The site will walk you through the System Access Request (SAR) process and allow you access to the LIW web site via CAC card. This web access is required for the ILAP training.

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f. Do not schedule any appointments during your two weeks of class; all requests to miss instruction will be approved on a case-by-case basis by the RC-CCC Senior Team Leader. If during the class you plan to travel outside of the ALU authorized radius (250 miles) and are flying, please coordinate with the RC team prior to purchasing plane tickets. You will need to submit a pass form, and the Alpha Company Commander will need to approve it prior to going on pass.

g. A recommended packing list can be found in enclosure 2. Bringing a laptop computer is encouraged, but optional, because computers with internet connections are available in the classrooms and library in the ALU building.

h. Military Training Service Support (MTSS) is no longer active or used at Fort Lee as of 1 Aug 09 (ALARACT 096-2009, which can be accessed from the HRC website). Your units will have to be prepared to reimburse you for your meals by giving you per diem for Fort Lee, VA.

i. Fort Lee will not provide you transportation to and from your lodging or hotel off post. If you want a rental car it must be put on your travel orders by your unit authorizing you a rental car prior to your arrival.

j. Phase III graduation will be scheduled for 1500 on the final day of training. Do not plan any flights prior to 1700 hours that day. You must submit a Memorandum of Record in order to request missing graduation and the request must be approved by the Commandant of the Army Logistics University. There is no graduation for Phase I but do not plan to leave before 1500 on the final day.

k. For those attending Phase III in the near future, keep in mind that Phase II is a distance learning modules. This includes the SOC Phase I and the MDMP course tests, and should be completed prior to arrival for Phase III. Instructions are provided in enclosure 3 for accessing these sites.

5. The point of contact for this memorandum is the undersigned at 804-765-8481 or DSN 539-8481.

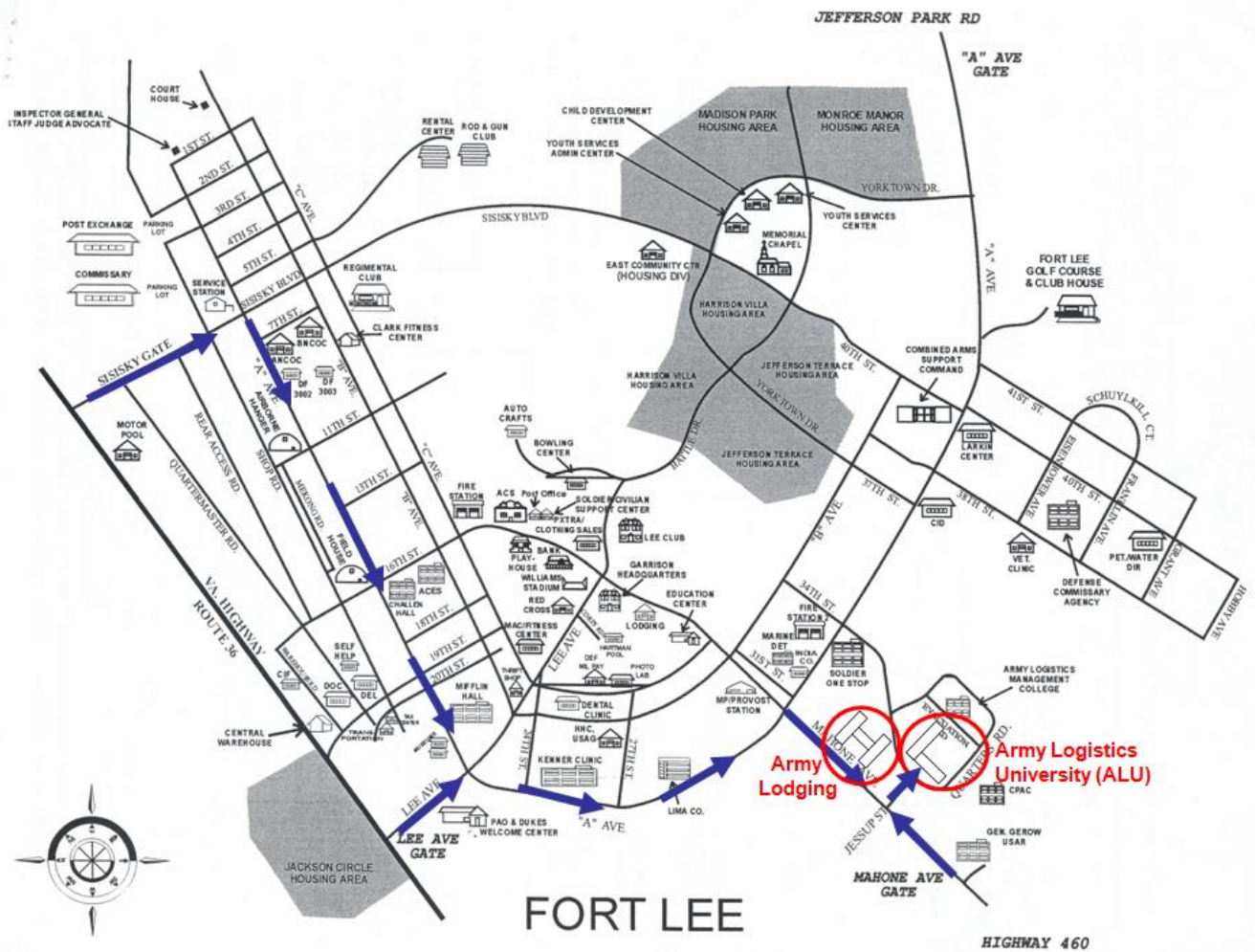
3 Encls

1. Fort Lee Map
2. Packing List
3. Distance Learning Instructions

\\Original Signed\\  
JEFFREY L. DELP  
CPT, LG  
RC-CCC Senior Team Leader

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**Packing List**  
**Reserve Component Captains Career Course**

- 2 Sets of ACUs (Pack one set in your carry-on bag in case your luggage gets delayed).
- Boots (Pack in carry-on bag)
- Tan Belt (Pack in carry-on bag)
- 5 tan T-shirts (Pack one in carry-on bag)
- 5 pair green boot socks (Pack one pair in carry-on bag)
- Patrol Cap (Pack in carry-on bag)
- Gortex or Fleece ACU coat (1 October – 30 April)
- 2 pair IPFU (Improved Physical Fitness Uniform) Shorts
- 2 IPFU T-Shirts (Short Sleeve 1 May – 30 September; Long Sleeve 1 October – 30 April)
- IPFU Jacket (1 October – 30 April)
- IPFU Pants (1 October – 30 April)
- Green Fleece Cap (1 October – 30 April)
- Black Gloves (1 October – 30 April)
- 5 pair **white** socks (calf length or ankle length; no logos or designs)
- Reflective belt (preferably blue, but bring whichever color you have)
- Running Shoes
- Tablet of paper for taking notes
- Pens
- Pencils
- Laptop computer (Optional)
- Calculator (Optional)
- Backpack (black or ACU pattern; no other color is authorized) (Optional)
- Appropriate Civilian Attire (for evenings and weekends)
- ID Card & ID Tags

**Distance Learning Instructions for MDMP and SOC**

**MDMP Instructions:**

1. Go to <https://almc.ellc.learn.army.mil/>
2. Select CAC Login or login with AKO credentials.
3. Click on the "Courses" tab.
4. In the right pane, choose your respective branch courses link.
5. Scroll down to MDMP Course ID **151\_MDMP\_2012\_01\_N** then select the drop down and click on "Enroll".
6. Click on "Submit".
7. Click OK.
8. Click on "MDMP Download" and save the file. Wait.
9. While you're waiting, click on the "Instructions" box and read the instructions. When the file finishes loading, follow the instructions.

**\*\*Note:** If you have trouble with the course or exam, contact the site's Help Desk.

**Support Operations Course (SOC) Instructions:**

1. Log on to the ATRRS Homepage.
2. Click on the *Register for Structure Self Development Courses* link.
3. You then logon to the Self Development Site hotlink (<https://www.atrrs.army.mil/selfdevctr>) to apply.
4. For the Course Number type in 907 F30 and select Search
5. Click on *Register* and a page should pop up for personal info, insert all required info and hit submit application. You should get a note stating that your application is being processed.
6. Once you have enrolled you should get an e-mail back (up to 24hrs) stating that you have enrolled in Course 907 F30
7. Once you get your e-mail confirmation log on to AKO
8. Click on Self Service.
9. Click on My Training.
10. Click on ALMS Logo.
11. Click on Current Enrollment.

**\*\*Note:** If you have trouble with the course or exam, contact the site's Help Desk.